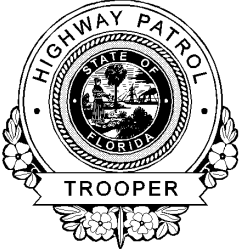


FLORIDA HIGHWAY PATROL

POLICY MANUAL

	SUBJECT TRAINING	POLICY NUMBER 26.01
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26.01.01 PURPOSE

To provide for the establishment and operation of training within the Division of Florida Highway Patrol (FHP).

26.01.02 POLICY

The FHP Training Academy shall be responsible for carrying out the training objectives specified by the Division. In general, this will include recruit officer training, in-service training, and assessment of advanced and specialized training requirements for all members and non-sworn personnel.

26.01.03 OBJECTIVES

- A. Research, develop, evaluate, and coordinate Basic Recruit and in-service training programs for all members of the Division.
- B. Research and coordinate the attendance of Division personnel in specialized training programs or schools.
- C. Compile and maintain all information regarding specialized or advanced training programs, including in-service training and those programs presented in the interest of other law enforcement agencies. This shall include monitoring the attendance of personnel required to attend or complete mandated training programs.
- D. To prepare manuals and other aids that will be of value to officers performing training services.
- E. Maintain a library of audiovisual materials to comply with latest training needs.
- F. Maintain an adequate library at the Academy. The library shall consist of training manuals, supervisory and managerial texts, video tapes, etc.
- G. Establish policies and procedures for the administration of the FHP Academy.
- H. Conduct training programs for representatives of other law enforcement agencies as needs and interests may indicate upon the direction and/or approval of the Director or his designee.

- I. Produce audiovisual materials as required for training, safety, or informational purposes.
- J. Maintain, compile, and provide any necessary records documenting the training of individual members and non-sworn personnel.

26.01.04 PROCEDURES

The Florida Highway Patrol (FHP) Training Academy provides the Division of Florida Highway Patrol personnel with the necessary professional training that is required for the attainment of the overall mission of the Division.

A. TRAINING COMMITTEE

1. The Training Committee shall consist of the Deputy Director of Special Operations Command, the Chief and Assistant Chief Training Officers, one Troop Commander, the Leadership Education and Development Coordinator, and the Academy Field Training Officer Coordinator. The Training Committee shall be responsible for identifying training needs within the Division. The Training Committee shall have the authority to approve or deny any request for training. The Training Committee shall develop an annual report for the needs of the Division and an effective method to achieve training objectives. The annual report shall be reviewed and approved by the Director. The Deputy Director of Special Operations Command shall be and shall make selections for and replace members as vacancies occur.
 - a. Selections will be made from those individuals who express a desire to participate in the Training Committee and have obtained the rank and/or position title of the member needing to be replaced.
 - b. There will be no formal process for the selection of participants in the Training Committee; however, final approval of members shall be vested with the Deputy Director of Special Operations and the Director.
2. The Training Committee, on an annual basis, shall identify training needs within the agency through a review of the following:
 - a. Observations, suggestions, and reports obtained as a result of the annual statewide facility inspection tour.
 - b. The advanced training report submitted by the Chief Training Officer.
 - c. The specialized training report submitted by the Chief Training Officer.
 - d. Proposals and suggestions for in-service training to be conducted at the Troop level, and at the Academy.

- e. Training requested as a result of the Career Development Program.
 - f. On-the-job checklists submitted by Troop Commanders.

Performance objectives for various positions should be reviewed to ensure that training is provided which addresses all aspects of job responsibilities within the position.
 - g. Performance evaluations of officers.
 - h. Internal affairs investigations and complaints.
 - i. Notes and minutes of staff meetings conducted at General Headquarters and at the troop and district level.
 - j. The quarterly and annual statistics report on Division enforcement activity, internal and criminal investigations.
 - k. The quarterly and annual reports for activities related to support functions within the Division.
 - L. Promotional test results, outcomes and concerns generated by the Leadership Education and Development section.
2. Evaluations of past training programs which assess the effectiveness of the instruction presented and whether to utilize such training in the future.
 3. The Training Committee shall determine the most cost effective means to provide training programs to Division personnel. Some considerations would be, but not limited to, the following:
 - a. Send participants to schools, seminars, meetings, conferences, or training programs that would require travel and lodging expenses.
 - b. Host training programs developed from outside-the-agency sources and present instruction to agency personnel.

Such training programs may be made available to other law enforcement personnel, as well as Division personnel, in an effort to share or defray the costs of training programs.
 - c. Utilize the expertise of Division personnel for Division developed training programs. The Training Committee shall identify areas of excellence within the Division and utilize those members to provide instruction to personnel within the Division, as well as to other law enforcement personnel.
 4. The Training Committee shall make a decision to approve or deny training requests. The quarterly review and approval of training requests shall be done in an effort to consolidate requests for training, develop a more comprehensive training effort, facilitate scheduling and attendance of participants at training programs, and monitor cost effectiveness and

expenditures for annual training programs. The primary objectives of the Training Committee shall be:

- a. To identify the general training needs of the Division on an annual basis.
 - b. To approve members to attend and specify training programs to be attended by members assigned to technical support functions (specialized training programs).
 - c. To approve members to attend and specify training programs to be attended by members who have supervisory or managerial responsibilities (advanced training programs).
 - d. To establish the training objectives for the annual in-service training program.
 - e. To develop leadership training and promotional preparedness sessions to assist members in their attempt to fill supervisory positions.
5. Each year, the Training Committee shall reach a decision and consensus regarding the implementation of training objectives for the upcoming year. The Chief Training Officer, with the assistance of the Training Committee, shall prepare a report for the Director which details the decision and recommendations of the Training Committee. The Director shall approve or disapprove training programs, either in whole or in part. The report to the Director shall contain at a minimum the following information:
- a. All Division developed training programs for the upcoming year; including, a timetable for the presentation of the instruction, the expected number of participants, the nature of the training and the personnel expected to attend, and any cost factors and/or equipment needs.
 - b. Identify training programs which will address advanced and specialized training requirements for members; including, costs for travel, lodging, and meals, timetable for completion of the training, and number of attendees per training program.
 - c. Identify training programs members may attend in accordance with their individual Career Development Plans, including costs for registration, travel, lodging, and meals, number of expected attendees, and a timetable for presentation of the instruction.
6. This policy does not preclude personnel from submitting requests for training more than once each year.
- a. The member may request training during evaluation and/or career counseling sessions with supervisors.

- b. The availability of certain training programs may vary throughout the year, circumstances may require officers to submit requests for training as training becomes available.
 - c. Changes in job duties or the addition of duties to a job position may require an officer to attend training programs consistent with such changes.
- 7. The Training Committee shall select officers to attend advanced training courses such as those offered at the Southern Police Institute, Northwestern University Traffic Institute, the Institute of Police Technology and Management, the Federal Bureau of Investigation (FBI) Academy, the North Carolina State University Administrative Officer's Management Program (AOMP), or others selected by the Training Committee.
 - a. The Chief Training Officer will present the letters of interest compiled over the course of the year. All letters of interest must be addressed to the Chief Training Officer via the chain of command.
 - b. The Training Committee shall render a decision regarding which schools will be attended, and by which members.
 - c. The Training Committee shall submit a recommendation to the Director for approval.
 - d. All members who submitted letters of interest shall be notified in writing by the Chief Training Officer of the status of their request.
- 8. The Training Committee shall meet each year specifically to assess the personnel and operational needs of the Academy, to address training needs, suggest and discuss training topics and innovative ideas to enhance the training offered by the Division.

B. TRAINING ATTENDANCE REQUIREMENTS

- 1. Division instructors, supervisors, coordinators, or other appropriate personnel shall utilize an attendance roster to record the attendance of all attendees at Division in-service training programs, meetings, seminars, recruit school classes, or other events of importance relating to Division activities. The attendance roster shall be completed at the most appropriate time during such events and shall be filed in the local field office and forwarded to the Academy in a timely manner.
- 2. Each student must attend all sessions of any training course in which enrolled, except for absences approved by the Chief Training Officer at the academy or supervisor in the field.
- 3. The Chief Training Officer, or supervisor in the field, may schedule make-up work to be completed during the course in which the student is enrolled. The make-up work will be comparable in content and quantity

to the instruction missed. The Chief Training Officer, or supervisor in the field, will maintain on file any make-up work performed by a student.

4. A student should complete the full course during one scheduled presentation. However, when unusual circumstances exist as determined by the Chief Training Officer or supervisor in the field, a student may be permitted to enroll in subsequent courses.
5. All basic recruit students must achieve a score of at least 80 percent on all examinations in order to receive certification credit in any Florida Highway Patrol/Criminal Justice Standards and Training Commission approved training course.
6. All basic recruit students must achieve passing scores as required on the proficiency checklists for qualification in any Florida Highway Patrol/Criminal Justice Standards and Training Commission high liability areas applicable to the discipline.

C. TRAINING ATTENDANCE REIMBURSEMENTS

Employees shall be entitled to claim those expenses associated with their attendance at any conference, seminar, meeting, or training program within the guidelines specified in the Department of Highway Safety and Motor Vehicles (DHSMV) Management Manual, and the policies of the Florida Highway Patrol.

D. LESSON PLAN DEVELOPMENT FOR DIVISION TRAINING

1. When training needs are determined, all Division training programs and curriculum shall be developed on the basis of task analysis. Furthermore, such training programs shall be presented in accordance with the performance objectives determined for a specific course of instruction. The evaluation of student participation shall be assessed on the ability of the student to comprehend and demonstrate performance objectives at the conclusion of the instructional period.
2. The Academy and selected instructors shall develop Division training programs and curriculum on the basis of the job task analysis and performance objectives developed by the Florida Highway Patrol Academy.
 - a. This policy shall apply in all instances where the Academy has adopted specific performance objectives for specific courses of instruction, most notably the curriculum for basic training of recruit candidates.
 - b. In instances where the Florida Highway Patrol Academy and the Criminal Justice Standards and Training Commission have not adopted specific performance objectives, the Academy and selected instructors shall jointly develop performance objectives in accordance with job task analysis with which to accomplish instruction on a wide range of training topics.

- c. It shall be the responsibility of the Chief Training Officer to ensure that all agency training programs are developed in compliance with this policy.
- d. Performance objectives developed by the agency shall always meet the minimum requirements specified by the Florida Highway Patrol Academy and the Criminal Justice Standards and Training Commission (if any exist for a specific area of instruction). Additional performance objectives may be utilized and encouraged in order to accomplish thorough training of personnel employed by the Florida Highway Patrol. Job task analysis of Division personnel would indicate unique duties and responsibilities not shared by other outside agencies. Therefore, it may be necessary to address additional performance objectives in Division training programs.

3. Job Task Analysis

- a. All Division training programs and curriculum shall demonstrate job relatedness. Training provided shall be directly correlated to the job duties and responsibilities performed by personnel on a routine basis.
- b. Instruction shall not be developed on the basis of having to provide a specific number of hours of training. But rather, the consideration shall be to ensure that training is developed in accordance with a job task analysis, demonstrated job relatedness and that predetermined performance objectives will be achieved during the course of instruction.
- c. The emphasis of all training programs shall be to determine performance objectives important to the student, then develop instructional methods that facilitate the student to learn the performance objectives. Testing merely measures the degree to which the student has learned the performance objectives.

4. Performance Objectives

- a. During the process of developing training programs, the performance objectives for specific subject areas shall be identified.
- b. Performance objectives are useful in the development of training programs in that they focus on the elements of the job task analysis for which formal training is needed, provide clear statements of what is to be learned, provide the basis for evaluating participants, and provide a basis for evaluating the effectiveness of the training.
- c. Performance objectives acquaint the student with the information they are required to know, the skills that must be demonstrated,

and the circumstances under which the skills will be used.

5. The use of lesson plan forms shall be required to ensure that training is thoroughly documented. In addition, it allows the Chief Training Officer to review subject areas being taught that the information presented is accurate, and relates to the job task analysis of personnel for which the training is intended. All personnel who have been assigned to serve as an instructor shall be required to submit lesson plans in accordance with the procedures outlined in this policy. All lesson plans shall be forwarded to the Chief Training Officer 30 days prior to the scheduled training session. The Chief Training Officer shall review the content of lesson plans for approval and shall retain the original lesson plan on file at the Academy for future use. Lesson plans provided by CJSTC for mandated recruit or in-service training is approved without additional documentation.
6. Instructor Responsibilities
 - a. Instructors shall be responsible for the completion of lesson plans on the proper forms. Lesson plans shall be typewritten, complete and accurate. The lesson plans should also include references, teaching techniques (lecture, group discussion, panels, seminars, debate), relationships to job tasks, responsibilities of the participants for the material taught, and plans for evaluation of the participants.
 - b. Instructors shall complete all areas of the prescribed lesson plan form and shall not substitute other formats for the completion of course outlines or lesson plans.
 - c. Technical assistance or consultation regarding the development of lesson plans can be obtained from the Academy.
 - d. Instructors may utilize the resources and equipment available at the Academy for developing lesson plans, handouts, transparencies, or special equipment needs.
 - e. Instructors may request assistance in obtaining copy service, printing needs, transparencies, special audio/visual equipment for classroom use, or other materials required for the development of the lesson plan or presentation.
 - f. Instructors shall develop instruction based on a job task analysis of the personnel to be trained.
 - g. Instructors shall develop performance objectives upon which all instruction shall be based. Students shall be provided with a list of performance objectives at the beginning of the instructional period.
 - h. Instructors shall develop a course outline as a part of the lesson plan. Students shall be provided a course outline so designed that it facilitates note taking and the ability to document important

information easily.

- i. The instructional techniques that should be incorporated are conferences (debate, discussion groups, panels, and seminars); field experiences (field trips, interviews, operational experiences, and operational observations); presentations (lecture, lecture-discussion, lecture-demonstration); problem investigations (committee inquiry); and simulations (case study, games, and role-play).

7. Examinations and Testing

- a. The use of testing in all training programs shall be required at the direction of the Chief Training Officer.
 - (1) The Chief Training Officer shall assist and coordinate the development of test instruments, methods, procedures, requirements, and policies with the Training Academy staff and selected instructors.
 - (2) The Chief Training Officer and instructors shall ensure that all testing is conducted on the basis of measuring the student's ability to learn performance and training objectives.
 - (3) Test procedures shall also be utilized to assess the effectiveness of training programs and to identify strengths and weaknesses of various training programs.
- b. The general philosophy of test requirements shall be:
 - (1) To test for a specific level of knowledge or information, prior to, during, or after the instructional period.
 - (2) To test for a specific level of proficiency relating to particular skills learned during the instructional period, and prior to the utilization of such skills in the field.
- c. There are two primary forms of testing methods utilized by the Florida Highway Patrol.
 - (1) Written tests - utilized to assess the level of knowledge acquired during the instructional phase of training.
 - (2) Practicum - utilized to assess a demonstrable level of proficiency relating to a particular skill acquired through the instructional phase of training.
- d. Requirements for successful completion of tests.
 - (1) Written - students must achieve a score of at least 80% on such examinations.

- (2) Practicum - students must demonstrate a level of proficiency in a particular skill as defined in the performance objectives of the lesson plan. Instructors shall assess the ability of the student to correctly demonstrate such skills in accordance with the instruction provided.

e. Test Results

Instructors in the field shall be responsible for providing test results to the Academy within five working days of the date tested.

f. Test Development

- (1) Instructors, in consultation with the Chief Training Officer, shall determine the appropriate method of testing for a specific training program.
- (2) Test questions or practical demonstrations shall be based directly upon the performance objectives outlined in the lesson plan.
- (3) Tests or description of test methods shall be sent to the Chief Training Officer at the same time as the lesson plan, which must be submitted to the Academy prior to the beginning of the scheduled instructional period. Tests shall be reviewed and approved by the Chief Training Officer.
- (4) Questions for written tests shall be submitted in the form of multiple choice questions only. The Chief Training Officer may waive this requirement after consultation with the instructor.

Multiple choice question formats shall offer no more than five choices for a correct answer.

- (5) Questions shall be developed at the rate of a minimum of two questions per hour of instruction. This requirement may be waived at the discretion of the Chief Training Officer in consultation with the instructor.
- (6) The Chief Training Officer, or designated academy staff member, shall review all exam questions. If any questions are deemed to have a questionable relationship to stated objectives or are improperly constructed the Chief Training Officer or designated representative will take appropriate action to rectify the problem.

g. Requirements for the administration of examinations for in-service and basic recruit training programs developed by the Florida Highway Patrol.

- (1) Examinations shall be required for training programs where, as a result of the instructional material or techniques, methods, and information taught, the potential of liability to the Division exists.
- (2) Examinations shall also be required for training programs which have a direct relationship on influencing the exercise of discretion on the part of the employee, which in turn could have potentially serious or damaging consequences for the motoring public, violators of traffic offenses, criminal offenders, the general public, or the integrity of the Division, its officers, and employees.
- (3) In consideration of such criteria, the Division shall mandate testing requirements for subject areas relating to the following training:
 - (a) Quizzes - Instructors may require students to take short written unscheduled tests, known as quizzes. The purpose of the quizzes will be to determine if the students have performed required study assignments.
 - (b) Examinations - The following rules shall govern the recruit school grading system that qualifies recruits for completion of the school.
 - (i) A minimum passing score for any test given at the Florida Highway Patrol Training Academy is 80%.
 - (ii) When a student receives a score of less than 80% on any test, the student will be allowed to take one (1) make-up test only if the Chief Training Officer determines that one of the following conditions exists:
 - (a) Technical difficulties with the test's administration.
 - (b) Condition of student adversely impacted the student's ability to pass the test.
 - (c) The testing instrument is shown to be invalid.
 - (iii) If a student fails an examination, the student may petition, in writing, the Chief Training Officer requesting consideration for a reexamination. The Chief Training Officer must approve all reexaminations.

A reexamination will only be approved if one of the three conditions listed above exists.

- (4) It is the policy of the Florida Highway Patrol (FHP) Training Academy that each student must maintain a course average of at least 80%. Some class subjects will have multiple exams and practical exams. Some will have only one written exam. At the completion of each course of study the FHP Academy Staff will post the final course grade. Any student who fails to have an 80% average in any course will be dismissed from the Florida Highway Patrol Training Academy immediately. Unscheduled exams (i.e., quizzes) do not count in the final computation for course average and are not bound by the 80-percentile requirement. The following is a list of the scheduled exams that fall under the 80% requirement.

- (a) Criminal Justice Legal 1 - CJD 760
- (b) Criminal Justice Legal 2 - CJD 761
- (c) Criminal Justice Legal 3 - CJD 730
- (d) Criminal Justice Communications - CJD 762
- (e) Interpersonal Skills 1 - CJD 763
- (f) Law Enforcement Patrol - CJD 731
- (g) Law Enforcement Traffic - CJD 732
- (h) Law Enforcement Investigations - CJD 734
- (i) Vehicle Operations - CJD 723
- (j) Medical First Responder - CJD 254
- (k) Criminal Justice Weapons - CJD 705
- (l) Criminal Justice Defensive Tactics - CJD 704
- (m) Public speaking
- (n) FHP Manual
- (o) Speed Measuring Devices
- (p) Geography (Florida)
- (q) Report Writing (FHP)
- (r) Uniform Traffic Law

(s) Traffic Crash

- (5) The Chief Training Officer shall determine the necessity of testing for any training program.
- (6) Participants shall be notified in advance of the training period whether or not tests shall be required and the performance objectives for successful completion of the training program.

This requirement can be satisfied by providing students with the performance objectives at the beginning of the instructional period.

- (7) The Chief Training Officer shall determine the necessity of test requirements for various training programs that deal exclusively with in-house administrative tasks or procedures. The basis for a determination of waiving test requirements will focus on the nature of the training, potential liability problems, the assigned duties of the personnel involved in the training, and other possible extenuating circumstances relating to the necessity of evaluating student performance or effectiveness of the training.

h. Examination Administration

The Chief Training Officer or designated appointee will administer the examinations in the classroom.

- (1) Examinations will generally be given at the end of a specific block of instruction. As predetermined and with the permission of the Chief Training Officer, pre-tests, quizzes or other testing materials will be administered when appropriate.
- (2) All examinations will be timed.
- (3) The Chief Training Officer, a designated supervisor, instructor, or class counselor will be present to serve as a proctor during all examination periods.
- (4) Candidates who have questions regarding examination questions or materials will direct such inquiries to the examination supervisor. In turn, the examination supervisor will meet with the Chief Training Officer to resolve any specific questions or complaints. Under no circumstances will the student circumvent the examination supervisor with an inquiry of this nature.
- (5) Prior to the administration of all examinations, the appropriate examination supervisor will advise the

candidates of the test requirements and/or specific testing procedures.

- (6) Unless otherwise stated, no classroom materials, handouts, references, literature or notes will be available to or in view of candidates during an examination period.
- (7) It shall be the responsibility of both the instructors and examination supervisor to ensure that there is sufficient staff available to administer and properly proctor any examination periods.

i. Examination Conduct

- (1) Any student found to be cheating, or attempting to cheat, during any written examination will be recommended for dismissal from the Academy. Cheating will be defined to include, but not be limited to the following:
 - (a) Copying answers.
 - (b) Cribbing.
 - (c) Comparing answer sheets with another candidate's answers.
 - (d) Conversation between two candidates during the examination.
- (2) When students have completed an examination, have reviewed the answers, and are satisfied with their performance, they will turn all testing materials over to the examination supervisor and quietly leave the room.
- (3) Under no circumstances will testing materials leave the testing area.

j. Practical Examinations

- (1) In any instance where practical examinations are administered to determine a level of proficiency, the instructor will notify candidates of the prescribed level of ability, skill and proficiency necessary for successful completion.
- (2) Any specific unit of instruction that requires the successful completion of a practical examination shall follow guidelines consistent with prescribed proficiency standards as dictated by certification requirements of the Criminal Justice Standards and Training Commission. Such requirements shall appear in the performance objectives listed in the lesson plan.

k. Remedial Testing Procedures for “Practical” Examinations

- (1) Remedial testing sessions will be proctored by the Chief Training Officer a designated academy staff member, or instructor. The remedial examination will be scored as soon as possible and reviewed with the candidate on a timely basis.
- (2) Results of remedial testing will be given to the Chief Training Officer or designated representative for appropriate action.

l. Examination Review

- (1) Examinations will be scored as soon as is practical following the examination. Any candidate who does not pass an exam will be asked to report to the Chief Training Officer for consultation.
- (2) The Chief Training Officer, or designated academy staff member shall inform the candidate of the failing score, seek to counsel the candidate and designate a time and date for the remedial test, if applicable. If a remedial test is not applicable, the candidate will be informed that he/she will be immediately dismissed as a recruit from The Florida Highway Patrol Academy for failure to achieve the required passing score.
- (3) The Chief Training Officer shall notify the instructor in writing that the candidate did not achieve a successful score on a particular written examination. The correspondence may inform the instructor to counsel the candidate, determine deficiencies and make arrangements for a remedial test session, if applicable. The correspondence may inform the instructor that the candidate was dismissed from the academy.
- (4) The examination supervisor may arrange an appropriate time for the review of test results. This will also include a review of the test questions for clarity, content and scoring.
- (5) The examination supervisor will note any issues relating to any test question where a preponderance of class members express some difficulty.
 - (a) Such issues will be brought to the attention of the instructor for a course of action.
 - (b) Courses of action available to the instructor are:
 - (i) Let the question stand as written.

- (ii) Eliminate the question from the exam.
- m. Guidelines of format for lesson plan development.
 - (1) Completion of the Title Page:
 - (a) Course title.
 - (b) Log number (completed by Training Academy).
 - (c) Instructor (list all instructors).
 - (d) Date (date of completion of lesson plan).
 - (e) Date of revision (completed by Training Academy).
 - (f) Approved by (completed by Training Academy).
 - (g) Target (check appropriate group).
 - (h) Hours of instruction.
 - (2) Course Synopsis
 - (a) General description of course content.
 - (b) Number of hours of instruction
 - (c) The method or methods of instruction to be used:
 - (i) Lecture.
 - (ii) Group discussion.
 - (iii) Panel.
 - (iv) Seminars.
 - (v) Debate.
 - (vi) Practicum.
 - (viii) Other (describe).
 - (3) Performance Objectives shall:
 - (a) Focus on the elements of the job task analysis for which formal training is needed.
 - (b) Provide clear statements of what is to be learned.
 - (c) Provide the basis for evaluating participants.
 - (d) Provide the basis for evaluating the effectiveness of the training.

- (4) Distinguish the type of testing method that will be utilized:
 - (a) Written.
 - (b) Practicum.
 - (c) Combination of written or practicum.
- (5) Provide a minimum of two questions per hour of instruction.
 - (a) Submit questions on a separate sheet of paper.
 - (b) Submit copies of tests with the lesson plan.
- (6) Utilize multiple choice questions as the test format. Do not utilize fill-in-the-blanks or other forms of test questions without prior approval from the Chief Training Officer.

D. REMEDIAL TRAINING

- 1. Members of the Florida Highway Patrol may at times be required to attend and successfully complete remedial training when performance deficiencies are detected in the member's job responsibilities.
- 2. The purpose of remedial training is intended to enhance skills, knowledge, abilities, and to assist personnel in the accomplishment of a satisfactory level of performance.
- 3. Remedial training shall be required for personnel who are unable to achieve a level of proficiency in the following areas:
 - a. Patrol vehicle operations.
 - b. Weapons qualifications.
 - c. When a member fails to achieve performance standards.
 - d. When a member fails to achieve performance standards during the Field Training Program. However, the remedial training shall not exceed two weeks.
 - e. When a determination is made by troop command personnel that a member has demonstrated deficiencies in specific areas and remedial training would benefit the member.

E. TRAINING RECORDS

- 1. The Chief Training Officer shall develop procedures for the computerization of all training records. Training records shall be revised and updated on a regular basis. In addition to computerized training files, the Training Academy shall maintain written documentation files, including course content and lesson plans, for all training programs

attended by Division personnel. Training files shall be kept current by designated Training Academy staff members. The Chief Training Officer shall ensure that all policies and procedures regarding the safekeeping, release, exchange, or destruction of training records are observed.

2. Florida Highway Patrol training files for all personnel shall contain the following information:
 - a. Participants name.
 - b. Name of the training program.
 - c. Hours of the training program.
 - d. Dates of the training program.
 - e. Whether or not the participant successfully completed the training program including score if performance was measured by an exam.
3. For the purposes of this policy, "all training files" shall mean both computerized and written training files.
4. The training files of Division members shall be updated after the participant successfully completes any in-service, specialized, or advanced training program, which may include seminars, meetings, programs, college courses or the attainment of any degree, certificate, or diploma.
 - a. It is the responsibility of all members who attend training programs outside of the Division to complete a Florida Highway Patrol Training Record Information Sheet (Addendum 26.01-1) to document successful completion of a training program. A copy of a diploma or certificate award shall be attached to the sheet.
 - b. Training Record Information Sheets shall be forwarded to the Training Academy within 15 days after completion of a training program.
 - c. Training Academy Staff shall cause all training records of the member to be updated and revised as necessary.
5. Employees who attend in-service, specialized, or advanced training programs within the Division shall not be required to submit a Training Record Information Sheet.
 - a. Employees will be responsible for signing the daily attendance roster at each training session.
 - b. Instructors shall be responsible for submitting training record information following the completion of training programs. The form shall be forwarded to the Training Academy within 15 days of the completed training program.

- c. The Training Academy shall update training files upon receipt of training record information.
- 6. Instructors who provide instruction during recruit training sessions shall complete training information at the completion of any course taught. The training information form shall include the final written examination score for each recruit.
- 7. A Troop Commander, appropriate supervisor, or member may request a computerized training file of an employee. The request shall be made to the Chief Training Officer.

F. FLORIDA HIGHWAY PATROL TRAINING ACADEMY

1. Goals and Responsibilities

- a. The Florida Highway Patrol Training Academy shall be vested with the responsibility of providing training to all sworn personnel during in-service training, recruit officer training and civilian employee training. Such training shall reflect the efforts of the Division to provide current instruction that offers innovative, effective, and efficient methods or techniques to accomplish the goals and mission of the Florida Highway Patrol.
- b. The public is entitled to the expectation of effective and professional law enforcement service. All Florida Highway Patrol training shall provide the means by which a level of service is delivered to the citizens of the State of Florida that fosters pride and respect for the Division and its members.
- c. A sense of professionalism on the part of Division employees leads to greater efficiency of individuals and enhances the ability of the Florida Highway Patrol to accomplish its goals and objectives. Training programs developed along legally defensible guidelines reduce the occurrence of allegations of civil rights violations from the public, reduce allegations of misconduct against personnel, and also reduce the incidence of liability claims filed against the Department.

2. Organization and Staffing

a. Chief Training Officer.

The Florida Highway Patrol Training Academy shall be under the command of the Chief Training Officer. The Chief Training Officer reports to the Deputy Director of Law Enforcement Services Command and is responsible for the commanding and oversight of planning, developing, and implementation of all recruit, career development, and specialized training for the Division and its personnel. The Chief Training Officer shall review curricula, instructors, facilities, and equipment on a continuing basis to ensure the quality of all training being conducted. The Chief

Training Officer is responsible for the development of current lesson plans and classes taught at the Florida Highway Patrol Training Academy.

The Chief Training Officer shall be responsible for maintaining accurate attendance records for each training class conducted at the Academy. The Chief Training Officer is responsible for all of the duties as outlined in the position description and is responsible for all other duties assigned by the Director or Deputy Directors.

b. Assistant Chief Training Officer:

The Assistant Chief Training Officer is assigned to the Florida Highway Patrol Training Academy and shall be responsible to the Chief Training Officer for the planning, development, and implementation of all recruit, career development, and specialized training for the Division and its personnel. The Assistant Chief Training Officer is responsible for class files, attendance records, and the development of current curricula and instructional techniques. The Assistant Chief Training Officer is responsible for all the duties outlined in the position description.

c. Law Enforcement Training Officer:

Law Enforcement Training Officers are assigned to the Florida Highway Patrol Training Academy and shall primarily be responsible for the coordination and implementation of training conducted at the Training Academy, troop commands, and supervision of personnel attending training schools at the Academy. Law Enforcement Training Officers shall assist and be responsible to the Chief Training Officer, via the Assistant Chief Training Officer, in the attainment of the goals and objectives in the Training mission. Training Officers shall be responsible for developing and maintaining current lesson plans of all classes taught at the Academy. Training Officers shall assist other law enforcement agencies with their training programs when requested at the direction of the Director, Deputy Directors or Chief Training Officer. Law Enforcement Training Officers are responsible for all the duties outlined in the position description.

3. Administrative Procedures

The following functions shall be performed by the Florida Highway Patrol Training Academy to provide training functions for the Division.

- a. Research, develop, evaluate, and coordinate basic recruit and in-service training programs for all members of the Division.
- b. Research and coordinate the attendance of Division personnel to attend specialized training programs or schools.
- c. Compile and maintain all information regarding specialized or

advanced training programs, including in-service training and those programs presented in the interest of other law enforcement agencies. This shall include monitoring the attendance of personnel required to attend or complete mandated training programs.

- d. To prepare manuals and other aids that will be of value to officers performing training services.
- e. Maintain a library of audiovisual materials to comply with current training needs.
- f. Maintain an adequate library at the Training Academy. The library shall consist of training manuals, supervisory and managerial texts, etc.
- g. Establish policies and procedures for the administration of the Florida Highway Patrol Academy.
- h. Conduct training programs for representatives of other law enforcement agencies as needs and interests may dictate upon the direction and/or approval of the Director or Deputy Directors.
- i. Produce audio visual materials as required for training, safety, or informational purposes.

4. Operating Procedures

Any person attending training functions or any individual who is at the Florida Highway Patrol Training Academy as a guest shall observe the general policies governing the use of the Academy facility.

- a. All persons while at the Academy shall assist the Training Academy Staff by keeping rooms and common areas neat and orderly.
- b. The possession of intoxicating liquors or controlled substances is strictly prohibited.
- c. Abuse of alcoholic beverages while in residence at the Training Academy will not be tolerated.
- d. Gambling in any form is prohibited.
- e. Lights are to be turned off when the room is not occupied.
- f. SUNCOM telephone lines are available for business related use only. Personal calls are to be made at the public telephones or individual dorm room phones, if a long distance telephone call is made, the individual shall use a personal telephone credit card or call "collect."
- g. Under no circumstances shall any individual deliberately damage,

destroy, or alter any equipment or property of the Training Academy or the Florida Highway Patrol.

- h. Weapons are not permitted in the dormitory building.
- i. Smoking in any Academy buildings is strictly prohibited. When smoking outdoors, discarded tobacco products are to be placed in proper receptacles. The use of smokeless tobacco products is prohibited in classrooms or other common areas.
- j. Use of the cafeteria shall be in accordance with the policies established by the Chief Training Officer.
- k. The class coordinator will determine the standard for clothing worn during training and cafeteria meal breaks based on the type of training being offered. After class hours clothing must be appropriate for the professional atmosphere of the Training Academy and shall not be suggestive or expose private areas of the body. Additionally, undergarments shall be worn when in public areas of the Training Academy.
- l. Personal hygiene shall be mandatory. Personal hair grooming standards are required unless duty assignments specify otherwise.
- m. Proper conduct, courtesy, and respect for all personnel is required.
- n. Regardless of marital status:
 - (1) Intimate relationships or encounters within Training Academy buildings or on Training Academy grounds are prohibited.
 - (2) Sexual or flirtatious physical contact is prohibited within the Training Academy buildings, on Training Academy grounds or while participating in or traveling to or from Training Academy sponsored training
 - (3) Persons of opposite genders are prohibited from sharing a room or suite while billeted at the Training Academy.
- o. Use by recruit candidates.
 - (1) Recruits will not enter the administrative offices of the Training Academy Staff unless requested to do so, or by first obtaining permission from a staff officer or support staff person.
 - (2) Recruits may use the library, cafeteria, conference room, and classroom areas for study areas provided the staff or instructors are not utilizing these areas.

5. Tenure of Instructors

- a. Law Enforcement Training Officers shall be appointed, promoted and selected in accordance with Chapter 5.02 of this manual, the collective bargaining agreement, and procedures established by the Department of Management Services.
- b. Appointment to the position of Law Enforcement Training Officer shall be an assignment as appointed by the Director.

G. OUTSIDE TRAINING

- 1. The Florida Highway Patrol Training Academy shall provide all recruit officer training, in-service training for sworn and civilian personnel as well as select specialized training for career development. The Director may designate other training facilities which may be utilized including, but not limited to:
 - a. Federal Bureau of Investigation (FBI) National Academy.
 - b. University of Louisville Southern Police Institute (SPI).
 - c. Northwestern University Traffic Institute.
 - d. North Carolina State University Administrative Officers Management Program (AOMP).
 - e. University of North Florida Institute of Police Technology and Management (IPTM).
 - f. Other approved Criminal Justice Standards and Training Commission (CJSTC) Training Centers throughout the State of Florida.
- 2. The Chief Training Officer shall determine:
 - a. Whether career development courses offered by another institution meets CJSTC requirements.
 - b. That all training needs are being met.
 - c. That all Training Staff, facilities, and financial obligations are paid from "Region 15 Funds", if available.
- 3. Should training received at outside agencies differ from the philosophy of the Florida Highway Patrol, upon return to the Division, personnel shall receive instruction that is specific to Division policies and procedures.
- 4. Upon completion of any outside training at another institution, members shall forward a copy of all certificates of completion to the Training Academy via the Training Record Information Sheet (Addendum 26.01-1), to be included in her/his training file.

H. INSTRUCTOR TRAINING

1. Personnel who are assigned to the Florida Highway Patrol Training Academy as a resident instructor or guest instructor from the field shall be provided training to enhance their abilities to provide effective instructional presentations. The development of personnel to serve as training officers encourages greater participation among FHP personnel seeking teaching opportunities, fosters respect for the Division, and enhances the effectiveness of training programs. Law Enforcement Training Officers shall be required to successfully complete an Instructor Techniques School that provides instruction in the following:
 - a. Lesson plan development.
 - b. Performance objective development.
 - c. Instructional techniques.
 - d. Learning theory.
 - e. Testing and evaluation techniques.
 - f. Resource availability and use.
2. The Florida Highway Patrol shall make every effort to provide instructor techniques training prior to the time that an instructor assumes teaching responsibilities. However, due to the availability and timeliness of such training, it may be necessary to provide the training at a later time, which may be after the instructor has assumed limited teaching responsibility.

In those cases where an instructor is pending certification, the Chief Training Officer or his designee, shall monitor his/her performance to ensure that proper and effective instruction is being provided.
3. The Chief Training Officer, or his designee, shall monitor the addition of new certified Law Enforcement Training Officers within the Division and assist in the development of training for such personnel.

I. RECRUIT TRAINING

1. Any individual employed by the Florida Highway Patrol as a sworn law enforcement officer shall be required to attend and successfully complete a prescribed course of training at the Florida Highway Patrol Academy. The Director and CJSTC Training Requirements shall determine the course curriculum and length of training.
2. Any individual employed by the Florida Highway Patrol in a civilian capacity pending assignment to the Training Academy shall not perform any law enforcement duties nor carry a weapon. Such duties shall be limited to communications, records, or administrative assignments.

J. RECRUIT GUIDANCE MANUAL

1. Upon assignment to the Florida Highway Patrol Training Academy, each Recruit candidate shall be issued a Recruit Guidance Manual.
2. It will be the responsibility of each Recruit candidate to know and comply with the policies, procedures, and regulations contained in the manual.

K. RECRUIT TRAINING CURRICULUM

1. The Florida Highway Patrol Training Academy shall provide recruit training for all sworn officers. The Training Academy shall monitor the curriculum provided to recruit candidates to ensure that professional and accepted methods of instruction are utilized.
2. The recruit training curriculum utilized by the Florida Highway Patrol shall be in accordance with provisions as outlined in Sections 943.12 and 943.17, F.S., and applicable rules of the Florida Criminal Justice Standards and Training Commission.
3. The recruit training curriculum shall be based on a job task analysis of the position of law enforcement officer. Curriculum development shall be revised on a periodic basis as required by statutory changes or CJSTC requirements.
4. Individual units of instruction shall specify the performance objectives for that course. Performance objectives shall be indicative of the knowledge, skills and abilities that a student should obtain through exposure to the instruction. Performance objectives should also be utilized to evaluate or assess the level of competency required to successfully complete the course of instruction.

L. FIELD TRAINING OFFICER PROGRAM

1. The Florida Highway Patrol Field Training Officer (FTO) Program shall be a continuation of the training process required to ensure that all newly sworn officers receive thorough, consistent, and legally defensible field training. The program is designed to explain and demonstrate the proper techniques and procedures for performing law enforcement duties. In turn, the new officer is required to exhibit an acceptable level of competency in law enforcement skills prior to the completion of his/her probationary period.
2. The FTO Program Manual shall specify the policies and procedures governing the FTO Program. All members participating in the program shall be subject to the guidelines, practices, methods, policies and procedures outlined in the FTO Manual which have been designed to ensure proper implementation of the FTO Program. The Chief Training Officer shall be responsible for the development, review, and supervision of the FTO Program.
3. The Florida Highway Patrol FTO Manual shall provide specific guidelines to include:

- a. Length of field training (minimum of ~~10~~ 6 weeks).
- b. Selection process of field training officers.
- c. Supervision of field training officers.
- d. Liaison with academy staff.
- e. Field training officer training.
- f. Rotation of recruit assignments.
- g. Guidelines for the evaluation of recruits by field training officers.
- h. Reporting responsibilities of field training officers.

M. ANNUAL RETRAINING

1. The Chief Training Officer, in cooperation with the Training Committee and Troop Commanders, shall implement in-service training programs on an annual basis for all sworn personnel. The Chief Training Officer shall be responsible for the coordination and certification of appropriate instructors, ensure proper documentation of instructional materials and information; that attendance records are submitted to the Training Academy, and training files of personnel are updated.

In-service training requirements, including subject areas and attendance requirements, shall be developed annually by the Chief Training Officer and shall be approved by the Training Committee. It shall be the responsibility of Troop Commanders to ensure sworn personnel are scheduled and attend in-service training sessions at troop level.

2. The Chief Training Officer shall prepare a report addressing the in-service training needs of the Florida Highway Patrol on an annual basis. The report shall be presented to the Training Committee prior to July 1 of each year. The Training Committee shall assess the proposals of the report and shall approve or disapprove the training proposals outlined for the upcoming year.
 - a. The in-service training report shall include:
 - (1) Topics or subject areas that must be addressed on an annual basis.
 - (2) Additional topics or subject areas of timely interest to the Patrol.
 - (3) Facility or equipment needed to carry out the in-service training programs.
 - (4) Designate instructors to present the in-service training program.

- (5) Proposed schedule for implementing the in-service training program to all of the troops.
 - (6) Any additional information required by the Training Committee.
- b. The Chief Training Officer shall notify all Troop Commanders of the in-service training program for the year. Instructors and other affected personnel shall be notified as well.
- 3. Troop Commanders shall ensure annual, or as indicated, in-service training is conducted in the following areas:
 - a. Hazardous materials training (annually).
 - b. Bloodborne pathogens training (annually).
 - c. Defensive tactics training (annually).
 - d. First Responder/CPR training (every two years).
 - e. Respirator protection training (annually).
 - f. Sidehandle baton (PR 24) recertification training (annually).
 - g. Aerosol subject restraint familiarization training (annually).
 - h. Firearms safety (annually).
 - i. Policy revisions and Legal updates (annually)
- 4. Firearms training shall be conducted annually and shall include a review of the use of control, care and cleaning of firearms, and any other firearms policies of the Division. An annual familiarization course shall be conducted on the use and proficiency of Division issued shotguns.
- 5. Troop Commanders shall ensure information pertaining to additions or revisions to FHP policy, legal updates, and collective bargaining issues are discussed with personnel through troop, district and squad meetings. Documentation of these meetings shall be retained in field offices.

N. ROLL CALL TRAINING

- 1. On occasion, the Florida Highway Patrol Training Academy may augment training through the use of Roll Call Training. The use of Roll Call Training is another resource that improves the training function of the Patrol.
- 2. Troop and District commanders shall ensure that all Roll Call Training are presented to their respective personnel in a timely manner.
- 3. Commanders may wish to utilize troop, district, or squad meetings to accomplish this task.

4. Documentation of the presentation of Roll Call Training to all members shall be forwarded to the FHP Training Academy, with copies retained in field offices.

O. SPECIALIZED IN-SERVICE TRAINING

1. The Chief Training Officer, in consultation with the Training Committee, shall identify technical support functions within the Florida Highway Patrol and shall specify the requirements for training programs. Sworn personnel who are assigned or promoted to technical support functions shall be required to attend and complete specific training programs designed to enhance knowledge, skills, and abilities. Specialized training programs shall be developed and presented to personnel in accordance with the provisions outlined in this policy.
2. The following technical support functions shall be affected by this policy:
 - a. Tactical Response Team (TRT).
 - b. Firearms Training Officers.
 - c. Emergency Medical Technicians (EMT).
 - d. Certified Instructors.
 - e. Aircraft Operations Personnel.
 - f. Background Investigators.
 - g. Recruitment Officers.
 - h. Public Information Officers (PIOs).
 - i. Auxiliary Unit Instructors.
 - j. Supervisors (Advanced Training).
 - k. Defensive Tactics Instructors.
 - l. Field Training Officers (FTOs).
 - m. First Responder Instructors.
 - n. Training Academy Personnel.
 - o. Bureau of Investigations Personnel.
 - p. Drug and Alcohol Recognition Experts.
 - q. Traffic Homicide Investigators (THIs).
 - r. Canine Handlers.

- s. Felony Officers.
3. Officers who participate in training programs for technical support functions shall be able to satisfy training goals as specified in individual Career Development Plans.
 4. It shall be the intent of Florida Highway Patrol to develop training programs for technical support functions (specialized training) to accomplish the following:
 - a. Develop and enhance knowledge, skills, and abilities of participants as they relate to the specialized function.
 - b. Provide instruction that defines the role of the specialized function and discuss the various administrative, supervisory, and personnel policies which affect the function.
 - c. Define and discuss specific policies and procedures of the Patrol which have a direct relationship to the technical support function.
 - d. Define and discuss performance standards for the specialized function.
 - e. Discuss the implementation of on-the-job training for specialized functions and the supervision of such training requirements.
 5. The Chief Training Officer shall assist with the scheduling of specialized training programs and shall ensure that appropriate correspondence is directed to all participants and their commanders. The Chief Training Officer in consultation with commanders and affected personnel shall resolve scheduling conflicts.
 6. Training shall be developed in accordance with job tasks associated with the technical support function. Training programs shall identify specific performance objectives for participants.
 7. It shall be the responsibility of the technical support function coordinator or the appropriate Troop Commander to submit the following information to the Chief Training Officer on an annual basis by May 1 of each year:
 - a. Criteria for selection or the selection process for officers assigned technical support functions.
 - b. Performance standards that individual officers must demonstrate with proficiency. Performance standards shall serve as the basis for evaluation of the officer when assigned to the technical support function.
 - c. A job task description for the technical support function.
 - d. Identify specific methods for the evaluation of the officer when performing technical support functions.

- e. An orientation checklist utilized by the technical support function or the Division to ensure that an on-the-job training program identifies preliminary training objectives.
 - (1) Use of the on-the-job orientation checklist shall occur within 30 days of an assignment.
 - (2) The orientation checklist should be utilized prior to attendance of any formal training program.
 - (3) The orientation checklist shall review the following information:
 - (a) Policies and Procedures applicable to the technical support function.
 - (b) Duties and responsibilities.
 - (c) Performance standards.
 - (d) Lines of authority and reporting procedures.
 - (e) Training objectives.
 - (f) Career development plan counseling.
 - (g) Evaluation methods.
 - (h) Proposals for training programs for all officers within a technical support function.
 - (4) Proposals for training shall include a timetable for presentation of the instruction, appropriate dollar cost, a draft syllabus, and an estimate of the number of personnel required to assist with, or participate in the training program.
 - (5) The Chief Training Officer shall compile all proposals for specialized training and present the information to the Training Committee prior to July 1 of each year.
 - (6) The Training Committee shall make a determination of the specialized training programs to be developed and shall advise the Chief Training Officer to assist, coordinate, and develop Division training programs and assist personnel with the processing of training requests and travel orders when necessary.
- 8. In the event that training is the result of an agency developed program, it shall be the responsibility of the technical support function coordinator, Troop Commander, or the selected instructor to submit lesson plans, records of attendance, and the results of testing.

- a. If instructors from outside the Division are utilized, lesson plans shall be encouraged. However, a course syllabus may be substituted. Materials shall be submitted to the Training Academy for the purpose of documentation.
 - b. Lesson plans shall be sent to the Chief Training Officer 30 days in advance of the scheduled specialized training program.
 - (1) Requests for specific equipment, instructional aids, classroom space, special use areas, or requests for assistance in obtaining specific materials for instructional purposes shall accompany the lesson plan.
 - (2) The Chief Training Officer shall review lesson plans to ensure completeness and accuracy. In addition, the Chief Training Officer shall coordinate or obtain the use of adequate classroom space at the Training Academy, Troop or District Offices, or any other facility accessible to the Florida Highway Patrol.
9. Attendance at a specialized training program shall be mandatory for officers for whom the instruction was intended. However, court appearances or other circumstances shall be grounds for an officer being excused from participation.
- a. Excused absences shall be noted on the attendance roster for the specific agency developed training program.
 - b. Members who attend training outside the agency shall submit a certification of training upon completion of the training session. The certificate of completion shall be sent to the Training Academy and placed in the members training file.
 - c. Members unable to attend specialized training programs shall notify their Troop Commander, who in turn shall notify the Chief Training Officer.
 - (1) The Chief Training Officer shall recommend suitable remedial training or reschedule the trooper to attend another session of the same or comparable training program.
 - (2) Arrangements shall be made for the scheduling of training and the notification of affected personnel.

P. TACTICAL RESPONSE TEAM TRAINING

- 1. Each tactical team member assigned to the Florida Highway Patrol Tactical Response Team (TRT) shall receive training in the use of all weapons used by the Tactical Response Team. All TRT members shall be given training in Division policy governing the use of firearms. Response team supervisors shall be responsible for ensuring that all

weapons are unloaded and made safe prior to conducting training.

2. The Tactical Response Team Commander will be responsible for the proper training of the Tactical Response Team. Training sessions shall be conducted at least once each month, six hours in duration. All training sessions shall be in accordance with the training schedule as directed by the statewide Tactical Response Team Coordinator.
3. Each tactical team member of the Tactical Response Team shall be trained and equipped for the following duties:
 - a. To provide mobile reserves to assist departmental units during riots, natural disasters, surveillances, or during any other unusual occurrences requiring additional manpower.
 - b. To provide support and protection for personnel or citizens under attack of sniper fire, assault fire, or when gunfire is anticipated.
 - c. To provide high ground and perimeter security for visiting dignitaries.
 - d. To provide rescue services for officers or citizens who have been captured, isolated, or endangered as a result of a tactical situation.
 - e. To provide fire control point missions designed to keep designated areas clear of special problems.
 - f. To establish inner and outer perimeter lines and, if necessary, provide controlled firepower in non-riot situations involving snipers, barricade suspects, and/or hostages.
 - g. To conduct studies and compile intelligence information necessary for developing manpower for special tactical situations.
 - h. To test new equipment which the Tactical Response Team may utilize.
 - i. To provide station and command post defense when needed.
4. All Tactical Response Team members shall have in their vehicles all assigned tactical team equipment. The equipment shall be maintained in proper condition and adjustment so as to be available for immediate use.

Q. ORIENTATION FOR NEW CIVILIAN EMPLOYEES

1. Personnel who are responsible for the supervision of newly appointed civilian personnel shall ensure that employees are provided information regarding the Florida Highway Patrol's (FHP) role, purpose and goals; rules and appropriate policies and procedures, and notification of accessibility to the FHP Policy Manual. Newly appointed personnel shall be provided with information governing Career Service rules and/or any appropriate labor negotiation contracts which would explain working

conditions, obligations, responsibilities, and rights of all employees.

2. Supervisors shall ensure that newly appointed civilian employees are apprised of the information and provided with appropriate documents with sufficient time for review and explanation prior to assumption of regularly performed duties.
3. Upon completion of the orientation procedures, the supervisor of the new civilian employee shall direct a letter to the Troop Commander specifying that the employee has completed an orientation session, has received appropriate documents, has been allowed sufficient time to for a review and explanation of such documents, and agrees to work and abide by the conditions specified to the best of their ability and understanding. The letter will contain the signature of the new employee and the supervisor. A copy of the letter shall be retained by the supervisor, one by the employee, and the original shall be retained in the employees troop personnel file.
4. In order to satisfy the requirements of this policy, new employees may view a videotape designed to explain orientation procedures. Following the viewing of the videotape, the supervisor of the new employee shall submit correspondence to the Troop Commander indicating compliance with this policy. The letter will contain the signature of the new employee and the supervisor.

CIVILIAN IN-SERVICE TRAINING

1. The Florida Highway Patrol shall provide in-service and other training programs to civilian personnel when necessary to update or enhance skills, knowledge, or abilities of the employee in relation to a position, job duties and responsibilities. An assessment of training requirements for civilian employees shall be the responsibility of appropriate supervisors. The following civilian personnel shall be required to attend in-service and specialized training pursuant to this policy:
 - a. FHP duty officers.
 - b. FHP duty officer supervisors.
 - c. Clerical personnel assigned to supervisory positions.
 - d. Microwave communication technicians.
 - e. Call takers
 - f. Community Service Officers (CSO's)
2. Supervisory recommendations for civilian training shall be coordinated through the Chief Training Officer for presentation to and approval by the Training Committee.
3. Specialized or advanced training for civilian employees shall be defined in

accordance with the same guidelines as those specified for sworn personnel.

4. Supervisors shall confer with employees on a periodic basis regarding training requirements. Recommendations shall be submitted to the appropriate commander in sufficient time that will allow commanders an opportunity to review recommendations and forward them to the Chief Training Officer by May 1 of each year.
5. The Chief Training Officer shall compile all requests for presentation to the Training Committee prior to July 1 of each year.
6. The Training Committee shall approve or deny all requests. The Chief Training Officer will carry out notification of the decisions made by the Training Committee.
7. Civilian employees who are laterally transferred or promoted to a different position shall receive appropriate specialized or advanced training within a reasonable period of time. Requests for training may be forwarded to the Chief Training Officer at any time. Consideration of the request by the Training Committee shall be required for approval.



FLORIDA HIGHWAY PATROL TRAINING RECORD INFORMATION SHEET



(Please print all information to ensure proper documentation of individual training records.)

Name:	People First ID#:
Rank:	Troop/District:

Program Information:

Name of Course: _____.

Location: _____.

Duration: _____.

(Beginning Date) (Ending Date)

Hours: _____.

Test Score (if any): _____.

Sponsor: _____.

(Agency or academy presenting the course)

Address: _____.

_____.

Attach copies of certificates, if any, and forward to:

FHP Training Academy
75 College Drive, Suite FHP
Havana, FL 32333
Telephone Number: (850)558-4250
Sun Com: 277-4250

PLEASE FORWARD TO THE FHP ACADEMY WITHIN 15 DAYS OF COMPLETION OF COURSE

ADDENDUM 26.01-1